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FINAL REPORT PRODUCT
Cross-Jurisdictional Survey 2015

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This study examines the following question: **Does cross-jurisdictional sharing (CJS) influence the volume, intensity, and unit costs of services delivered by local health departments (LHDs)?**

Cross-Jurisdictional Survey 2015
Survey Overview

For purposes of this survey/project, we are defining shared services as sharing of resources such as staffing, equipment, or funds on an ongoing basis. Add language to say sharing only includes Local Health Department to Local health Department no State sharing or other county sharing. The resources could be shared to support programs, like a joint community needs assessment or environmental health program, or organizational functions like such as human resources or information technology. The basis for resource sharing as defined here can be formal, such as a contract or other written agreement, or informal, such as a mutual understanding or “handshake” agreement. Another way to look at this is that each employee, project, resource, service, etc. that spans more than one agency jurisdiction is considered a shared resource.

1. Has the extent to which your department shares services with other health departments changed in the past 12 months?
 - No change because we were not and are not engaged in a service sharing agreement
 - No change because we are sharing services to the same extent
 - Sharing to a greater extent than before
 - Sharing to a lesser extent than before
 - Comment:

2. To what extent do your health department's governing bodies (e.g. city council or county board, board of health, or similar structure) approve agreements to share services with other local health departments?
 - Governing bodies never approve agreements
 - Governing bodies approve some agreements
 - Governing bodies approve all agreements
 - Do not know
 - Prefer not to answer
 - Comment:

3. Has your health department's governing body discussed in the past two years, or is it currently discussing, the potential for *discontinuing* shared services agreements? If yes, please explain under “comment”.
 - Yes
 - No
 - Do not know
 - Prefer not to answer
 - Comment:

4. Has your health department's governing body discussed in the past two years, or is it currently discussing, the potential for *creation* of shared services agreements?
 - Yes
 - No ...
 - Do not know ...
 - Prefer not to answer ...

5. You indicated that your health department's governing body has discussed or is currently discussing a potential shared service agreement. What reasons were/are being given for considering the agreement? (check all that apply)
 - To make better use of resources
 - To save money
 - To respond to program requirements
 - To aid in recruitment of qualified staff
 - To provide new services
 - To provide better services
 - To meet national voluntary accreditation standards
 - To increase our department's credibility within the community
 - To support our department's independence
 - Do not know
 - Prefer not to answer
 - Other (please specify):

In the next section, we are interested in gaining a better understanding of the legal agreements that authorize or permit or prohibit or impede service sharing.

6. Are you aware of any statutes, rules, laws, codes, ordinances or regulations that *authorize* or *permit* sharing of services, supplies, equipment, personnel or other resources?
- Yes
 - No
 - Do not know
 - Prefer not to answer
 - Comment:
7. Please indicate the types of statutes, rules, laws, codes, ordinances, or regulations you are aware of that *authorize* or *permit* sharing of services, supplies, equipment, personnel or other resources (check all that apply). If you have specific examples to share, please do so under "comment".
- State level statutes or regulations
 - Local laws, ordinances, or regulations
 - Do not know
 - Prefer not to answer
 - Other
 - Comment:
8. Are you aware of any statutes, rules, laws, codes, ordinances or regulations that *prohibit* or *impede* sharing of services, supplies, equipment, personnel or other resources?
- Yes
 - No
 - Do not know
 - Prefer not to answer
9. Please indicate the types of statutes, rules, laws, codes, ordinances, or regulations you are aware of that *prohibit* or *impede* sharing of services, supplies, equipment, personnel or other resources (check all that apply). If you have specific examples to share, please do so under "comment".
- State level statutes or regulations
 - Local laws, ordinances, or regulations
 - Do not know
 - Prefer not to answer
 - Other
 - Comment:
10. This section focuses on the current status of service sharing in your health department. As a reminder, this project is defining shared services as sharing of resources (such as staffing, equipment, funds) with other local health departments on an ongoing basis. Sharing may support programs, such as a joint community needs assessment or environmental health program, or organizational functions, such as human resources or information technology. The basis for sharing as defined here can be formal, such as a contract or other written agreement, or informal, such as a mutual understanding or "handshake" agreement.
11. Does your health department currently share services (as defined above) with another local health department(s)?
- Yes
 - No
 - Do not know
 - Prefer not to answer
 - Comment:

In the next section, the survey will then repeat the following question pattern for each of the following program areas:

1. Emergency preparedness
2. Epidemiology & Surveillance
3. Physician services
4. Communicable disease screening or treatment services
5. Chronic disease screening or treatment services
6. Maternal Child Health
7. Population-based Primary Prevention Programs
8. Inspection & Licensing (Environmental Health)
9. Human Resources
10. Financial Management
11. Purchasing
12. Information Technology
13. Communications

12. Does your local health department currently share services or are in the process of developing a sharing agreement for *emergency preparedness*?

- Yes, currently have a sharing agreement
- In the process of developing a sharing agreement

13. In the emergency preparedness service sharing agreement: (check all that apply)

- My department provides functions or services for another local health department
- Another health department provides functions or services for our health department
- Our health department shares a staff person with another health department
- Our health department shares equipment with another health department
- Prefer not to answer
- Other:

14. Please name the other health department(s) engaged with you in this service sharing agreement. Please list partner department and a contact person.

15. What was your health department's motivation for creating this shared service agreement? (check all that apply)

- To make better use of resources
- To save money
- To respond to program requirements
- To aid in recruitment of qualified staff
- To provide new services
- To provide better services
- To meet national voluntary accreditation standards
- To increase our department's credibility within the community
- To support our department's independence
- Do not know
- Prefer not to answer
- Other:

16. Please briefly describe whether, in your experience, this shared service agreement has accomplished what your department hoped it would?

17. Who was involved in development of this shared service agreement ? (check all that apply)

- Health Officer
- Public Health Administrator
- Human Services Director
- City Attorney
- County Attorney
- Private Attorney/Counsel
- Local Elected Officials
- County Manager/Administrator

- City Manager/Administrator
- Community Partners
- Do not know
- Prefer not to answer

18. Please indicate the year (approximate, if you are not certain) this shared service agreement began.

- 1995 - 2000
- 2001 - 2005
- 2006
- 2007
- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
- 2014
- Do not know
- Prefer not to answer
- Other:

19. Please indicate the date (approximate, if you are not certain) this shared service agreement expires.

- 2015
- 2016
- 2017 or beyond
- No expiration date has been determined
- Do not know
- Prefer not to answer
- Comment:

20. Does your department have any process in place for reviewing or evaluating this shared service agreement ?

- Yes
- No
- Do not know
- Prefer not to answer
- Comment:

21. If applicable, briefly describe how you evaluate or review this shared service agreement.

22. Do the participating health departments have a written agreement for this service sharing agreement ?

- Yes
- No
- Do not know
- Prefer not to answer
- Comment:

23. If applicable, please indicate the nature of the written documents.

- Contract (i.e. a binding agreement between two or more parties)
- Memorandum of understanding or memorandum of agreement (i.e. an agreement between two or more parties indicating an intended common line of action but without legal commitment)
- Mutual aid agreement (i.e. an agreement among emergency responders to lend assistance across jurisdictional boundaries)
- Agreement to provide surge capacity (as in Domain 2 of PHAB standards)
- Written agreement but unsure how to classify
- Do not know
- Prefer not to answer
- Other: